

Ingleton Primary School

Attendance Policy

1. General Statement of Intent

Ingleton Primary School aims to work together with parents/guardians and pupils in order to ensure the achievement of high levels of attendance and punctuality.

Ingleton Primary School aims to encourage maximum levels of attendance and punctuality with the intention of enabling all pupils to take full advantage of the educational opportunities available to them. Problems affecting attendance will be dealt with as quickly as possible.

2. Aims of Attendance Policy

To work in partnership with parents/guardians, pupils and teachers to

- support pupils and/or all parents to address situations that may impact on attendance and the support they require both from school and external agencies to ensure that the best possible levels of attendance can be achieved
- ensure that all pupils have the opportunity to attend school feeling safe and secure.
- remove the barrier to poor attendance and the resulting impact on the pupils life chances
- ensure that all statutory guidance for attendance is in place and is clearly understood by the appropriate stakeholders.
- ensure that attendance is a high priority for all stakeholders and that in promoting high levels of attendance the connection between excellent attendance and high achievement is embedded in all practice

3. Expectations

School	Parents/guardians	Pupils
Regular, efficient and accurate recording of attendance	Ensure their son/daughter attend school regularly and punctually	To attend school regularly and punctually
First day contact with parents when a pupil is absent from school	Ensure they contact the school on the first morning of absence to inform school of reason for absence	To be well prepared for the school day
Identify pupils where attendance is a barrier to learning and intervene early to reduce absence	Ensure pupils arrive well prepared for the school day.	To inform a member of staff of any problem or reason that may prevent them from attending school.
Identify cohorts of pupils vulnerable to high levels of absence and provided targeted support	Work in partnership with school to address current or possible attendance issues	To remain in school at all times unless permission has been agreed by school to leave the premises
Celebrate good attendance	Communicating with son/daughter the value of education in future life chances	To recognise that their achievement depends on very good attendance

4. Practice and Procedures

Procedures and Practice	Individual school systems – evidence of procedures	Intended impact of procedures –monitoring and evaluation
<p>Recording attendance</p> <p>1. Teacher will take a register on SIMs twice each day. Registers to close at 9.30am and 1.30pm. Pupils arriving after these times will be classed as late. Pupils arriving after 9.40 am and 1.50 pm without a valid reason will be classed as an unauthorised absence for that session of the day.</p> <p>2. The Teacher will enter Attendance Codes as information is received from a parent/carer. The Administrator will inform the Teacher of messages received by them with respect to pupil absences and will enter the correct attendance codes. Any confidential information will be passed to the Teacher and Head.</p> <p>3. Administrator to contact home if no absence note or message has been received by 9.30am.</p> <p>4. All records relating to pupil absence will be kept securely through SIMs. Attendance will be entered into SIMs daily by teaching staff.</p>	<p>Accurate recording of the register for am and pm sessions.</p> <p>Administrator will monitor the number of absences in each class.</p> <p>The Administrator will monitor SIMs daily.</p>	<p>Administrator checks that up to date record of attendance is available at the end of each session and will inform Head showing which registers have not been completed each day.</p> <p>Administrator monitors the use of attendance codes and informs Head if codes are not being applied correctly.</p> <p>Administrator monitors a sample of pupil attendance records each term.</p>

		Head monitors the number of (unauthorized) absences in each class.
Procedures and Practice	Individual school systems – evidence of procedures	Intended impact of procedures –monitoring and evaluation
<p>Procedures for absence</p> <p>1. The Administrator will contact home on the first day of absence if no reason for an absence has been received. Parents will be able to contact school re pupils absence via a direct phone line.</p> <p>2. Teachers will receive a group list showing attendance rate for each pupil every 3 weeks (see Data Section). If absence rate continues to be a concern teacher to raise concern with Head which will result in graduated levels of intervention.</p> <p>3. Head will decide on the level of intervention following guidance in Appendix 4. Attendance officer maintains record of interventions with each pupil.</p> <p>4. School will communicate its school policy on term time absence through annual letter, the Prospectus, website and Newsletter items.</p> <p>5. Prospectus will include a section about expectations relating to attendance,</p>	<p>Pupil voice</p> <p>Teacher has group lists</p> <p>Record of intervention held by Attendance Officer.</p> <p>Communications with parents</p>	<p>Head monitors pupils views on procedures and interventions with respect to attendance</p> <p>Head monitors communications with parents.</p>

<p>relationship between attendance and achievement and policy on in-term absence.</p>		
<p>Procedures and Practice</p>	<p>Individual school systems – evidence of procedures</p>	<p>Intended impact of procedures –monitoring and evaluation</p>
<p>Reintegration</p> <ol style="list-style-type: none"> 1. A re-integration plan will be drawn up by the Head following a pupil’s return to school after an extended period of absence. Pupils will be consulted about the process of their reintegration. 2. Programmes for reintegration will be tailored to meet the individual needs of the pupil. In some cases this may involve phased part time attendance with appropriate support. 3. Each Re-integration Plan will be evaluated by Head after 3 weeks. 4. Staff will be informed of pupils returning to school after periods of prolonged absence and the strategies being used to support reintegration. 5. Staff to support all pupils after a period of absence to catch up with work missed to reduce impact of absence. 6. An Individual Action Plan will be written by the Inclusion 	<p>Written re-integration plans and evaluations.</p>	<p>Head monitors re-integration plans and implementation.</p>

<p>Manager for each pupil who is P.A. (Persistently Absent) in the previous year or who is currently P.A.</p>		<p>Head monitors and evaluates IAP for 'Persistently Absent' pupils.</p>
<p>Procedures and Practice</p>	<p>Individual school systems – evidence of procedures</p>	<p>Intended impact of procedures –monitoring and evaluation</p>
<p>Data</p> <ol style="list-style-type: none"> 1. Staff will receive appropriate training to use data to record attendance, identify patterns and trends, with vulnerable and targeted groups and monitor the impact of interventions. 2. Attendance training will be provided for new staff as part of induction process. 3. Annually teachers will be trained how to access attendance records for pupils and how to analyse them. 4. Attendance will be a regular item on Staff Meeting agendas. 5. Head will analyse data to identify attendance patterns and the impact of interventions and their effect on the attendance of vulnerable groups. See Appendix 1. 6. Individual pupil attendance rates will be published for class every 3 weeks by the Administrator. Pupils placed into one of 3 colour-coded groups: Green above 97%, 	<p>Staff meeting minutes.</p> <p>Records of the analysis and evaluation of attendance data.</p> <p>Tracking data of vulnerable groups is available to identify need for intervention.</p> <p>Up to date data is in place throughout the year.</p>	<p>Head to monitor use by teachers of attendance data through staff meeting minutes.</p> <p>Administrator to check staff feedback/survey after induction.</p> <p>Head ensures vulnerable groups data is being tracked and interventions being made.</p> <p>Head checks that Teachers are analysing and acting on this data.</p>

<p>Amber 91% to 96% and Red 90% and below.</p> <p>7. Pupils in danger of becoming persistently absent will be published separately so that the status of these pupils is clear. (To identify number of sessions missed against likelihood of failing into PA 10% threshold (26 sessions – two term). Use of DfE tracking sheets to monitor those pupils at potential risk of becoming PA.</p> <p>8. Head will ensure that Information is shared with parents through newsletters and the prospectus. Regular individual pupil level absence data will be provided to parents/guardians when attendance of individual pupils is at issue.</p> <p>9. Attendance rate and number of unauthorized absences will be included systematically on monitoring reports with a comment relating attendance with achievement.</p> <p>10. Leadership team and Governors will review progress with attendance regularly throughout the year and a designated governor will liaise with the school on all issues related to attendance.</p>	<p>Monitoring reports, newsletters and prospectus.</p> <p>Governor Meeting and Leadership team minutes show regular items on attendance.</p>	<p>Head monitors communications with parents.</p> <p>Head monitors Governors Meeting minutes</p>
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Procedures and Practice	Individual school systems – evidence of procedures	Intended impact of procedures –monitoring and evaluation
<p>Rewards and Target setting</p> <ol style="list-style-type: none"> 1. The school will celebrate good and improving attendance with the pupils. 2. Certificates will be awarded by Teachers for 100% attendance every 3/4 weeks depending on term length. 3. Every 3/4 weeks the class with the highest attendance will be named and given the attendance trophy. 4. 100% attendance for a whole term is rewarded with a Gold Certificate. 5. Pupils will be consulted over the types of rewards for improving and good attendance. 	<p>Presentations of certificates in Assembly.</p> <p>Kid's Committee will review the impact of rewards on various groups.</p>	<p>Head monitors the award of attendance certificates.</p> <p>Head monitors effectiveness of rewards using Kid's Committee Minutes</p>
Procedures and Practice	Individual school systems – evidence of procedures	Intended impact of procedures –monitoring and evaluation
<p>Lateness</p> <p>Parents will be contacted by Head if their child is regularly late for school and a solution to the problem will be discussed.</p>	<p>Records of conversations with parents/carers.</p>	<p>Governors to monitor this process.</p>

Procedures and Practice	Individual school systems – evidence of procedures	Intended impact of procedures –monitoring and evaluation
<p>Other Agencies</p> <p>1. Absence at or below 90% and deteriorating will trigger referral to the Attendance Panel which is made up of Head and named Governors.</p> <p>2. Strong partnerships will be established and maintained with all agencies that work with Community and Young People Services and where appropriate to use 'Prevention Services' to address issues that may prevent pupils from attending school and impacting on the pupils life chances.</p> <p>3. Pupil voice will be included in multi- agency meetings.</p>	<p>Attendance Panel minutes.</p> <p>Minutes of Prevention Services meetings.</p>	<p>Head meets weekly with governor to monitor progress with case load.</p> <p>Attendance lead monitors minutes.</p>

5. Leave of Absence from school during term time

Headteachers are not expected to class any term time holiday as exceptional. Therefore Headteachers will only be able to grant leave of absence in exceptional circumstances and this will still be at the discretion of the Headteachers. Special circumstances might include: service personnel returning from active deployment; rehabilitation from medical or emotional problems; family support during or after a crisis; or in a situation where parents' leave is inflexible due to company policy.

No parent/carer can demand leave of absence as of right. The Education Regulations state that applications must be made in advance by a parent/carer with whom the child lives. Parents are requested to write to the Headteacher explaining the reasons for requesting leave of absence for their child. Each leave application is considered individually by the school. Headteachers also welcome early discussion with parents around potential applications.

Where a child is taken out of school for the purpose of leave of absence in term time without the permission of the school, the absence will be coded as unauthorised and as such may result in a Penalty Notice. Penalties are applied by the Local Authority and as such are not at the discretion of the headteacher. If a Penalty Notice is not paid, the matter may be taken to prosecution in the Magistrates Court.

6. Roles and responsibilities

The roles of all staff in contributing to maintaining high levels of attendance are clearly outlined within job descriptions.

Responsibilities to promote high attendance form part of Performance Management

Teacher will

1. ensure registers taken are conducted seriously and accurately.
2. actively discourage late arrival. (Pupils arriving after 9.30 am and 1.30 pm are classed as late).
3. analyse data and be alert to patterns of absence and late arrival.
4. follow up promptly reasons for absence or persistent lateness if not received within 2 days by requesting contact home by the administrator.
5. use absence codes accurately.
6. raise concern with Head when a pupils' absence rate continues to increase and decide on level of intervention with Head.
7. monitor lateness and record late arrival in register and follow up persistent lateness promptly with home contact via Head discussion with parent/carer.
8. ensure that pupils understand the link between good achievement and high rates of attendance.
9. award certificates for 100% attendance each 3/4 week period.
10. Instil the importance of punctuality and good attendance.
11. liaise with Head and administrator over sending attendance letters home.

12. raise attendance as an important issue when appropriate at Parental Consultation Meetings.
13. check attendance patterns for pupils with attendance below 95% to identify any issues.
14. in liaison with Head follow up attendance letters to parents with phone call home for pupils, with attendance below 95% and whose absence continues to deteriorate to check if there is a problem with which school can assist.

Administrator will

1. check that an up to date record of attendance is available at the end of each session and record which registers have been missed and inform the Head each week.
2. monitor the use of attendance codes and inform Head when codes are not being applied correctly.
3. compile regular data reports for the Head for use in reports to Leadership Team and Governors Meeting.
4. make first day contact with home if a pupil is absent.
5. publish regular attendance figures in school for each class and individual attendance rates for pupils in each class. Pupils will be placed into one of 3 colour coded groups: Green above 97%, Amber 91% to 96% and Red less than 90%.
6. monitors that parents/carers have provided an adequate reason for absence or lateness.
7. work with the Head to identify attendance patterns and evaluate the impact of interventions on the attendance of identified groups. See Appendix 1.
8. call Attendance Panel meetings and attend and minute these meetings.

Leadership Team will

1. monitor the effectiveness of attendance policy at maintaining and improving attendance
2. present attendance certificates in assemblies and regularly promote successes with attendance.
3. monitor the use by teachers of attendance data.
4. annually train teachers how to access attendance records for pupils and how to analyse them.
5. evaluate impact of rewards on various groups.
6. monitor the rate of lateness and the actions taken (record of correspondence to parents).
7. liaise regularly with ESW about letters home.
8. conduct phone or 1:1 interviews with parent of pupils who have attendance issues.
9. monitors attendance of identified pupils.
10. monitors pupil awareness of their attendance and its importance to their high achievement.
11. attend Attendance Panel meetings

Head Teacher will

1. promote the need for a whole school commitment to raising attendance and that all staff have responsibilities in this matter
2. raise the profile attendance for achievement amongst pupils and their parents at every opportunity.

3. provide the attendance officer with clear procedures to follow to identify attendance patterns and the impact of interventions. See Appendix 1.
4. monitor and direct resources to address issues with attendance.
5. monitor the training of tutors on how to access attendance records for pupils and how to analyse them.
6. monitor staff meeting agendas to check that Attendance is a regular item.
7. systematically evaluate the implementation of the policy.
8. monitor communications with parents
 - Attendance and Unauthorized absences included on monitoring report with a comment relating attendance with achievement.
 - Policy on term time holiday absence is communicated to parents through an annual letter, the Prospectus, website and Newsletter items.
 - Attendance is a regular item in the school newsletter.
 - Attendance issues are included in the Prospectus and Home/School agreement
10. review of attendance rewards regular item at Kid's Committee.
11. meets Administrator each half-term to monitor and evaluate aspects of the policy on maintaining and improving attendance.
 - Letters home
 - Records of intervention with pupils with high absence rate
12. check staff feedback/survey after induction.
13. check Governors Meeting minutes for item on Attendance each term.

Head Teacher will also

1. ensure job descriptions make clear the role of all staff with respect to maintaining and improving punctuality and attendance.
2. publish the policy on term time holiday absence through Newsletter annually and place on the school website.
3. ensure the Prospectus includes section about expectations relating to attendance, relationship between attendance and achievement and policy on in-term absence.

Governor will

1. receive termly reports on Attendance.
2. monitor the role of Leadership in implementing the Attendance policy.
3. review pupil with attendance below 90%.
4. attend Attendance Panel meetings in school.
5. support the school's attendance policy.

Appendix 1

Provision of Attendance Data

Identifying attendance patterns and the impact of interventions is possible with accurate and timely data reports.

Weekly

% attendance for the previous 5 days:

Classes

Year groups

Foundation Stage

Key stage 1

Key stage 2

Whole school

Track pupils arriving late and set punctuality action

Every 3/4 weeks

Individual pupil cumulative % attendance colour coded.

Individual pupil % attendance over 3/4 week period.

100% attendance certificates given out in assembly.

During 2nd half-term letter to pupils with less than 95% attendance. Check if attendance has improved in following 3 weeks.

If there is no improvement in attendance refer pupil to Attendance Panel.

Meet with parents of pupils whose punctuality has not improved

Each half term

Number of pupils in Green Amber Red PA categories entered into tracking spreadsheet – Administrator.

Number of PA pupils identified, vulnerable groups, pupils at risk of PA.

Each term

Pupils with 100% attendance - Print and award Gold certificates.

Policy review

The policy should be revisited yearly; alongside the Behaviour & Safety policy and other related policies and reviewed every 2 years.

JC January 2018